

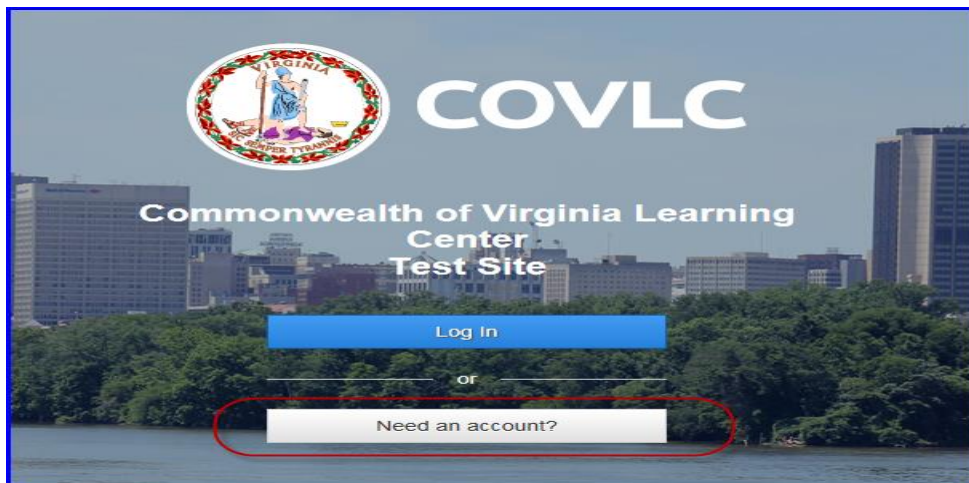
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Illustration of how to:

Request an Account

Step 1: Click on Need an Account



Step 2: Choose VDSS – External from the drop-down menu and then click OK

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a different domain, please do not use this functionality, contact your domain administrator. If you are a Non-State employees registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account should have already been created for you. On the Login page, enter your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your Login ID and then select the **Forgot password** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency/domain administrator.

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering for and select the Ok button.

VDSS - External

To exit out of the registration process, select the Cancel button.

Cancel

OK

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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

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Step 3: Populate all fields circled in red

Create New Account

Login ID test	Email Address test.test@dss.virginia.gov	
Password	Confirm Password	
First Name Test	Middle Name Test	Last Name Test
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth 9/3/1963	

Step 4: If you work at a local agency, you must choose the agency you work at. If you do not work at a local agency, you will select community partner.

Organization Select	Job Title Select	Manager Select
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Local Agency Example

Select Organizations

Select an item from search results, then select Save.

Find Organization roanoke city	Search Type Any words
Search	
Organizations	Path
<input checked="" type="radio"/> Piedmont-770 - Roanoke City	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA)
<input type="radio"/> Roanoke City Foster Parents	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA) > Piedmont-770 - Roanoke City
Cancel	Save

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Community Partner Example

Select Organizations

Select an item from search results, then select Save.

Find Organization
community partners

Search Type
Exact phrase

Search

Organizations	Path
<input type="radio"/> (LIC) Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Central-Community Partners	Dept of Social Services - External Entities > Community Partners
<input checked="" type="radio"/> Community Partners	Dept of Social Services - External Entities
<input type="radio"/> Community Partners (Unassigned)	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Duplicate Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Eastern-Community Partners	Dept of Social Services - External Entities > Community Partners
<input type="radio"/> Northern-Community Partners	Dept of Social Services - External Entities > Community Partners

Step 5: Select Job Title

*Organization
Select

Job Title
Select

Manager
Select

Click search

Select Job Title

Select an item from search results, then select Save.

Find Job Title

Search Type
Any words

Search

Cancel

Save

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Illustration of how to:

Request an Account

Click the radio button beside the appropriate job title and click save

A screenshot of a web form for selecting a job title. It features two radio buttons: the first is selected and labeled 'Benefit Program Specialist Supervisor', and the second is labeled 'Benefits & Family Services (Generic)'. Below the radio buttons, it says '48 Items' and 'Page 1 of 5'. At the bottom, there are 'Cancel' and 'Save' buttons. Red circles highlight the selected radio button and the 'Save' button.

Step 6: Select Manager

A screenshot of a web form with three dropdown menus labeled '*Organization', 'Job Title', and 'Manager'. Each menu has a 'Select' button. The 'Manager' dropdown is highlighted with a red circle.

Type in the last name of your manager and then click search

A screenshot of a 'Select Managers' form. It includes a text input field labeled 'Find Manager' with the text 'cottrell' entered. To the right of the input field is a 'Search' button. Below the input field is a 'Cancel' button. At the bottom right is a 'Save' button. Red circles highlight the 'Find Manager' input field and the 'Search' button.

Click on the radio button beside the appropriate name and click save

A screenshot of a table with two columns: 'Managers' and 'Job Title'. The first row shows a selected radio button next to the name 'COTTRELL, ROBERT' and the job title 'Prog Admin Manager II'. Below the table are 'Cancel' and 'Save' buttons. Red circles highlight the selected radio button and the 'Save' button.

Step 7: Click Create